

Effective 1 January 2001

**Administration**

**West Point Sylvanus Thayer  
Award Ceremony**

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MAAA-A

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**Summary:** This regulation covers the West Point Sylvanus Thayer Award Ceremony and outlines the responsibilities and procedures governing the execution of the Thayer Award Ceremony activities.

**Applicability:** This regulation applies to all USMA activities and Directorates listed in Section II.

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**\*This regulation supersedes USMA Regulation 1-50 dated 1 April 1998.**

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## Section I General

### 1-1. Purpose

To establish the United States Military Academy (USMA) policy for the West Point Sylvanus Thayer Award Ceremonies and to outline responsibilities and procedures governing the execution of the ceremonies.

### 1-2. Explanation

The West Point Sylvanus Thayer Award is normally presented on a weekday in early fall. Guests arrive in the afternoon for a reception in the West Point Club which is followed by a cadet review in honor of the recipient. After the review, there is a formal presentation banquet in the Cadet Mess with cadets and guests present.

## Section II Responsibilities

### 1-3. Aide de Camp Superintendent will:

- a. Schedule office call with recipient in Superintendent's office.
- b. Arrange for the support of the Superintendent's personal party, including transportation, routes, meeting times, etc.
- c. If scheduled, arrange for post-banquet reception at Quarters 100.

### 1-4. Commandant of Cadets will:

- a. Conduct cadet review.
- b. Provide for Cadet Glee Club to sing at presentation banquet in Cadet Mess.
- c. Arrange cadet attendance and seating in Washington Hall. Cadet entrance and departure from mess hall will be arranged to cause minimum disruption on arrival and departure of guests. Seat Cadet Glee Club near front entrance to facilitate movement to the balcony.
- d. During presentation of award by Chairman, Association of Graduates (AOG), ensure that the Glee Club moves from seats in Cadet Mess to Front Balcony. If risers are needed for the Glee Club, ensure that they are installed on Cadet Mess Front Balcony during duty hours on day of ceremony and removed on day following ceremony.
- e. Provide for Brigade First Captain to be at Head Table and participate in accordance with program sequence (Appendix A).
- f. Provide for two cadets to sit at the head and foot of all guest tables and perform table duties. The CIC for this detail needs to be briefed by DAA on duties and responsibilities NLT 2 days prior to the event. CIC will ensure the detail is briefed NLT 1 day prior to the Thayer dinner.
- g. Procure a cadet sword or appropriate memento and have it engraved for presentation to the Thayer Award recipient at the banquet.
- h. Coordinate with Directorate of Intercollegiate Athletics (DIA) and Directorate of Logistics (DOL) to determine whether to schedule a special feeding or early release from practice for Corps Squad athletes.
- i. Brief the ADC, Superintendent on the cadet review and the actions of the Superintendent, award recipient, and Chairman, AOG, at the review.
- j. Provide an operator for the ceremonial vehicle that is used in the review.
- k. Provide 10 cadets as ushers for Review Box. Cadets are to report to Review Box by 1630.
- l. Provide 15 cadets as mixers for reception. Cadets are to report to reception location at 1515.
- m. Provide 4 cadets (Media Club volunteers) to assist with escort of the media at review and banquet.
- n. Provide and set up flags on speaker's platform in Cadet Mess NLT 1630 on Thayer Award day.

### 1-5. Directorate of Operations, Plans and Security (DOPS) will:

- a. Provide weather information to DAA and S-3, United States Corps of Cadets (USCC) at 1530 hours, and provide joint recommendation to the Superintendent at 1545 hours.

- b. Disseminate the Superintendent's weather decision NLT 1600 hours to DAA, Protocol, USCC, USMA Band, PAO, and PMO.
- c. Provide Band Element to play at reception West Point Club.
- d. Coordinate Flight arrangements between Stewart and West Point as appropriate. Coordinate helicopter arrivals and departures with Fire Department and Provost Marshal.

**1-6. Directorate of Academy Advancement (DAA) will:**

- a. Exercise general staff responsibility and coordination for Thayer Award activities.
- b. Provide recipient with necessary prior information concerning the ceremony, including arrangements for recipient's arrival at United States Military Academy (USMA).
- c. Coordinate all financial matters with the West Point Club (WPC), Cadet Mess, AOG, and others as necessary.
- d. Determine number of escort officers required for recipient's guests. Ensure timely arrival of escorts at West Point Club. Brief escort officers and other individuals as required.
- e. Submit transportation requests.
- f. Coordinate special parking requirements with Garrison Commander and Provost Marshal (PM) and publicize.
- g. Coordinate with Defense Automated Printing Service to publish program for banquet.
- h. Coordinate attendance at Quarters 100 reception after banquet.

**1-7. Secretary of the General Staff will:**

- a. Prepare Thayer Award Room for recipient's visit.
- b. Coordinate seating in the Superintendent's Reviewing Box and Superintendent's Review Stand for the Thayer Award Review with DAA.
- c. Coordinate with DAA on transportation.
- d. Ensure DAA submits head table seating diagrams through Protocol IAW USMA Reg 360-3, as well as prepare and set up place cards on banquet head tables and assist in seating guests at head tables.
- e. Coordinate the arrival/departure and overall itineraries of selected military and civilian DVs attending the ceremony.
- f. Coordinate and ensure DAA places the Superintendent's Review Box and Review Stand seating code on the nametags which DAA distributes at the initial reception at the West Point Club.
- g. Assist with the movement of Protocol DVs to and from the banquet and post-banquet reception.

**1-8. Public Affairs Office (PAO) will:**

- a. Provide signs for press table. Coordinate the number and location of press tables with DAA.
- b. Coordinate PAO requirements with Directorate of Information Management (DOIM) and Directorate of Housing and Public Works (DHPW).
- c. Coordinate parking requirements for news media with PMO and insure they are publicized.
- d. Provide appropriate news releases.
- e. Coordinate and assist news media representatives in their coverage of the event to include conduct of media interviews as required. Provide Protocol with the names of any media representatives that need access in or around the Superintendent's Review Box.
- f. ICW DAA and DHPW, request press stand in the Cadet Mess as appropriate.
- g. Coordinate with USCC for Cadet Media Club escorts.
- h. Notify the contract tour operator of parking restrictions on Thayer Extension after 1500 hours.

**1-9. Chaplain, USMA will:**

- a. Schedule chaplains to deliver invocation and benediction IAW program at Appendix A.
- b. Forward names of participating chaplains to DAA for publication in printed program.

**1-10. Directorate of Community and Family Activities (DCFA) will:**

- a. Coordinate with DAA to cater reception in West Point Club.
- b. Ensure no loading occurs on the dock outside the West Point Club during the Thayer Award Ceremonies.

**1-11. Provost Marshal (PM) will:**

- a. Reserve parking in Clinton Field and Doubleday parking areas for ceremony and parade in coordination with DAA.
- b. Provide for traffic control on Jefferson Road adjacent to Quarters 100, around Plain, and at the intersection of Cullum and Doubleday Roads. Priority of movement should be given to pedestrians crossing Cullum Road. Conduct Retreat in conjunction with the Cadet Review. No vehicle traffic nor parking along Jefferson Road will be allowed during the review.

**1-12. Directorate of Logistics (DOL) will:**

- a. Provide appropriate transportation, as required, for recipient and his party (DAA will submit request).
- b. Provide a ceremonial vehicle to take part in the Review. Vehicle must be available for scheduled rehearsals as coordinated by USCC. Driver will be provided by USCC.
- c. Prepare and serve Thayer Award Dinner in Cadet Mess. Prepare Front Balcony for ceremonies to include removal of furniture as necessary. Coordinate with DAA on number of guest tables and setup requirements.
- d. No cadet guest meal tickets are to be sold by cadet bank for night of Thayer Award.
- e. Install curtains to screen archways under the Poop Deck in Mess Hall.
- f. Erect speaker's platform with appropriate stairs and bunting in Cadet Mess.

**1-13. Directorate of Information Management (DOIM) will:**

- a. Arrange for provision of closed circuit television coverage of Thayer Award ceremony in Washington Hall.
- b. Provide microphones and soft lighting requirements for speaker's podium. Provide necessary TV receivers and coordinate overall audio aspects.
- c. Videotape award review and ceremony held in Cadet Mess for historical purposes.
- d. Coordinate with Officer in Charge (OIC) Glee Club on audio support for Front Balcony.
- e. Coordinate with PAO, as appropriate, on public affairs/media requirements.
- f. Provide special lighting for television coverage and positioning of equipment to allow for adequate operating space (coordinate with DHPW).
- g. Provide still photographic coverage of Superintendent office visit, West Point Club reception, Award Review, Award Banquet, and Quarters 100 reception.

**1-14. Directorate of Housing and Public Works (DHPW) will:**

- a. Provide DOIM with necessary electrical power for banquet in Mess Hall.
- b. Hang window covers in Mess Hall as required in coordination with DOIM.
- c. Ensure Thayer Award Plaque in Cadet Mess is well lighted.
- d. Ensure route of travel of Thayer Award recipient is policed and street cleaned NLT 1200 the day of the Thayer Award Ceremony.
- e. Coordinate with DAA and PAO to erect press stand in the Cadet Mess as requested.

**1-15. Directorate of Health Services (DHS)** will place an emergency medical team on standby from 1500 hours until 2100 hours.

**1-16. Office of Policy, Planning and Analysis (OPA)** will prepare remarks for the Superintendent for the Thayer Award banquet.

**Section III****1-17. Coordinating Instructions**

- a. Weather decision for the cadet review will be made at 1600 hours. Inclement weather schedule is at Appendix B.

- b. All agencies assigned responsibilities in this order will appoint a project officer when requested by DAA. A coordination meeting will be held for staff points of contact. Committee members will be notified as to the date and time. Staff points of contact are at Appendix C.
- c. All requests for engineering support must be submitted to DHPW 15 days prior to function.
- d. All requests for DOIM Sound and Video Imaging Branch support must be submitted two (2) weeks prior to function.
- e. Uniform for Staff and Faculty is Army Class A Uniform or comparable service attire. Civilian attire is coat and tie.

**APPENDIX A: (SCHEDULE OF EVENTS)****Schedule of Events**

1500 Hours	Recipient arrives at Superintendent's office
1500 Hours	All escorts assemble at West Point Club.
1515 Hours	Reception in West Point Club.
1530 Hours	Recipient arrives at West Point Club.
1630 Hours	Guests directed to Review.
1645 Hours	Recipient, Superintendent and Official party depart for Review.
1700 Hours	Adjutant's Call for Review.
AFTER REVIEW	Superintendent, recipient and houseguests move to Superintendent's Quarters. Other guests are escorted to Washington Hall and guided to seats.
1810 Hours	Corps begins entrance to Cadet Mess.
(Cadets will be seated at the head and foot of each guest table. Invited guests will be seated with assigned escorts, except those guests seated at the Head Table.)	
1815 Hours	Superintendent, recipient and houseguests move to Washington Hall.
1830	(approximately) Entrance complete. Program proceeds as follows:
Attention .....	Brigade First Captain
Invocation .....	USMA Chaplain
Dinner	
Introduction of Superintendent .....	Brigade First Captain
Superintendent's Welcome .....	Superintendent
Presentation of the Award .....	Chairman, AOG
Acceptance of the Award .....	Recipient
Presentation of USCC Memento .....	Brigade First Captain
Closing Remarks .....	Superintendent
Alma Mater .....	Led by Cadet Glee Club
Benediction .....	USMA Chaplain
1945 Hours (Approx.)	Corps dismissed by Brigade First Captain
	(Recipient, Superintendent, and AOG Chairman move to Thayer Award Plaque where recipient reviews plaque. This completes the Thayer Award ceremonies.)
1950 Hours	Reception, Quarters 100 (Separate invitation)

**APPENDIX B (INCLEMENT WEATHER SCHEDULE)**Inclement Weather Schedule

1500 Hours	All escorts assemble at West Point Club.
1515 Hours	Reception in West Point Club.
1530 Hours	Recipient arrives at West Point Club.
1745 Hours	Guests begin departing West Point Club for Washington Hall. (Superintendent, recipient, and houseguests move to Superintendent's quarters.)
1815 Hours	Superintendent and recipient depart for Washington Hall.
	Remainder of schedule is as per APPENDIX A.



**APPENDIX C: POINTS OF CONTACT**Points of Contact

<u>OFFICE</u>	<u>POINT OF CONTACT</u>	<u>EXTENSION</u>
ADC, Superintendent		
Commandant of Cadets Cadet Glee Club		
Garrison Commander DOIM		
PMO		
DCFA WPC		
DOL Transportation		
Cadet Mess		
DHPW		
PAO		
DHS		
DOPS USMA Band		
Protocol		
Chaplain, USMA		
DAA		

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